G. R. S. IX-5

Previous references.

File No. 40-9

1919-20

Serial Nos. 8

(CB)

Later references.

GENERAL AND REVENUE SECRETARIAT.

Serial Nos. 8

Part B for April 1920.

SUBJECT.

Memos regarding Office procedure

W D 1250—GPB—30,000 - 28-1-19

Confidential
No: 1516-8
CB. 40-19-8.

Dated 20.4.1920.

General & Revenue Secretariat,

Dated, Bangalore, 19th April 1920.

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Memorandum.

As there has been instances in which files submitted to the Members direct by the Assistant Secretaries have been returned ~~with the observation calling~~ for the Chief Secretary's opinion ~~and remarking~~ with the reasons that the ~~references~~ cases should have been submitted through the Chief Secretary, I shall be glad if Secretariat officers will exercise their discretion carefully and see that all important ~~matters~~ cases are submitted to me, ~~More~~ & that only routine cases requiring the orders of Members may be submitted direct, as well as drafts on cases according to the orders of Members which are not of an important character.

(Signed) C.S. Balasundaram

Chief Secretary to Govt

To

The Asstt: Secys: